



# Department of Building & Fire Prevention

4701 W. Russell Road • Las Vegas, NV 89118  
(702) 455-3000 • Fax (702) 221-0630

Ronald L. Lynn, Director/Building & Fire Official  
Samuel D. Palmer, P.E., Assistant Director • Girard W. Page, Fire Marshal

## CLARK COUNTY BOARD OF FIRE CODE APPEALS

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### MINUTES of September 14, 2015

#### MEMBERS PRESENT:

Patrick Burke, Fire Alarm Contractor  
Diane Cravotta, Specialist/Hazardous Materials  
Bill Laub, Specialist/Trade Partnerships  
Martie Sparks, CMP  
Todd Steadham, PE, LEED AP  
Allyn Vaughn, PE, FSFPE, LEED AP

#### STAFF PRESENT:

Ronald L. Lynn, Director/Building & Fire Code Official  
Samuel D. Palmer, P.E., Assistant Director  
Girard W. Page, Sr. Deputy Fire Chief  
Fulton Cochran, Assistant Fire Chief  
Adolf Zubia, Assistant Fire Chief  
Sarah Stevens, Administrative Secretary

#### MEMBERS ABSENT:

Gregory Cassell, Fire Chief, Clark County Fire Department  
Roy Mares, Fire Safety Specialist  
Corey Wallace, Fire Sprinkler Contractor

#### A. Call to Order -

The meeting was called to order at approximately 2:15 p.m. by Ronald L. Lynn, Director of Clark County Department of Building & Fire Prevention.

1. Introductions were made around the table.
2. It was determined by Ronald L. Lynn that a quorum was present.

#### B. Public Comment -

There were no public comments.

#### C. Introduction -

Mr. Lynn provided a brief overview of the action taken by the Clark County Board of County Commissioners to establish the Board of Fire Code Appeals, and how it is an integral part of exercising due process.

#### BOARD OF COUNTY COMMISSIONERS

STEVE SISOLAK, Chairman • LARRY BROWN, Vice Chairman  
SUSAN BRAGER • CHRIS GUINCHIGLIANI • MARILYN KIRKPATRICK • MARY BETH SCOW • LAWRENCE WEEKLY  
DONALD G. BURNETTE, County Manager



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Clark County Board of Fire Code Appeals Page 2  
Minutes of September 14, 2015

09/14/15

## D. Rules & Procedures of Clark County Board of Fire Code Appeals, as provided by Mr. Lynn –

This document was reviewed and approved with the following changes:

- Motion to change Rules and Procedures of the Clark County Board of Fire Code Appeals, Section 12, by using newly revised *Roberts Rules*. 1<sup>st</sup>: Bill Laub; 2<sup>nd</sup>: Todd Steadham
- Motion to hold public meetings once a year. 1<sup>st</sup>: Martie Sparks; 2<sup>nd</sup>: Allyn Vaughn

Both subsidiary motions passed. Motion was made to accept the Rules and Procedures of the Clark County Board of Fire Code Appeals as amended.

## E. Elections -

1. Allyn Vaughn was elected Chairman.
2. Bill Laub was elected Vice Chairman.

## F. Clark County Board of Fire Code Appeals Guidelines for Preparing Fire Code Appeals - Reviewed & approved as submitted.

## G. Set Next Meeting Date and Location -

Unless there is an appeal to be heard, the next meeting will take place one year from the date of this meeting, in September 2016. The meeting will be held at the Clark County Department of Building & Fire Prevention, located at 4701 W. Russell Road, Las Vegas, NV 89118, in Conference Room 1116. Sarah Stevens will coordinate dates with members of the Board.

## H. Adjournment -

The meeting was adjourned at approximately 3:00 p.m. by Allyn Vaughn.

Respectfully submitted,

*Ronald L. Lynn*

Ronald L. Lynn,  
Director/Building & Fire Official  
Ex-Officio Member, Board of Fire Code Appeals

RLL:sas

Attachment: "Rules & Procedures of the Clark County Board of Fire Code Appeals"  
"Guidelines For Preparing Fire Code Appeals"  
Section 104.9, *Clark County Fire Code*  
Section 108, "Board of Fire Code Appeals," *Clark County Fire Code*

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